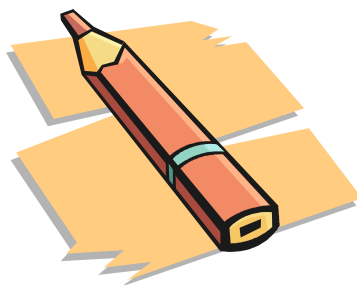


Purchasing Update

Division of Purchasing
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Genius is seldom recognized for what it is:
A great capacity for hard work. – **Henry Ford**



QUARTERLY PURCHASING WORKSHOP

Please mark your calendars for our next Quarterly Purchasing Workshop for the Boise area.

Wednesday, September 19, 2007
9:00 am – 12:00 Noon
Department of Transportation (ITD)
3311 W. State St.
ITD Auditorium, Boise

Tentative Agenda

Welcome to Transportation – Kathy Chase, Manager – Business & Support Management
Administrative Updates – Bobbi Eckerle
Purchasing Updates – Mark Little
Buy Idaho – Dale Peterson
Statewide Contract Updates – Respective Purchasing Officers

OTHER SEMINAR/TRAINING WORKSHOP'S

The Division of Purchasing will be offering the basic purchasing class; "Introduction to Public Purchasing" in Idaho Falls on September 6, 2007. There is still time to register. A class will also be held in CDA on October 17, 2007.

Visit our website for additional information and training dates. Other classes being offered are; Writing Effective Specifications and Developing a Request for Proposal, (RFP).

The Introduction to Idaho Public Purchasing seminar will present an overview of public purchasing basics designed for the new state employee from the private sector or someone new to procurement. It will include information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees, persons who supervise purchasing activities, and employees charged with purchasing for their agency, regardless of their job title.

There is no cost to attend these seminars. Please register for these workshops online at:

<http://www.adm.idaho.gov/purchasing/training.htm> or call our office at (208) 327-7465 if you need additional information.

PURCHASING TIPS

The following information is provided for your information. It is important to note that the use of the Public Agency clause is restricted to the Division of Purchasing.

Idaho Code relating to printing

To clarify Idaho Code for printing various items for the State and agencies we have incorporated all three sections. In addition, this clearly states that we do add the 10% additional cost but only for the evaluation purposes. This has been changed in Sicomm under “Solicitation Instructions” and is now available on line.

Print Note: *Idaho Code § 60-101, 60-103* specifies that printing shall be done within the State of Idaho unless the cost is shown to be 10% higher than printing done outside of the State. For this reason per *Idaho Code § 67-2349* regarding Idaho Reciprocal Preference Law applies: For bids or quotations for printing being produced outside of the State of Idaho, 10% additional cost is added to the bid for evaluation purposes only. The additional 10% is not added to any purchase order or contract that may result from the bidding process; it is for bid evaluation purposes only.

SICOMM UPDATES

Sicomm is making several changes and enhancements over the next few weeks and you may experience some hiccups along the way. Please don't hesitate to call if you have questions or run into a problem. Here are a few of the upgrades.

We have hidden a few things: Several items in the “requisition section” were not used on a regular basis and were confusing to new users as well as more experienced users. We have reset some to default and removed some buttons from view to make it a bit friendlier.

- “Freight and Handling included in price” is now the default
(This should be the default for all purchases)
- F.O.B selection - “Destination” is now the default
(This should be the default for all purchases)
- “Estimated Price for this Item ONLY” This section has been adjusted to view more clearly
- “Total Estimated Price All Items” This reflects the total of all line items of the requisition. It adds line 1, 2 & 3 etc as required
- Catalog Entry Request has been named to “Save Custom Description” and should only be used when you know you will be buying the same item over and over again.

Award Expiration Tracker: This is a section that has not been utilized much in the past, however with a couple small changes that have been made you will find that this report is now more easy to read and can be exported to Excel. This feature allows you to track the purchase orders that you have issued in Sicomm for renewing purposes or as a tickler to re-bid or re-quote for repetitive items.

Don't hesitate to call for questions, to report problems or sign up for training. You can reach me at 208-332-1606 or Bonnie.Sletten@adm.idaho.gov

WELCOME & INTRODUCTIONS

Shannon Squires, Management Assistant at Division of Purchasing. Shannon came to the Division of Purchasing after spending 27 years with the Idaho State Police (ISP). Although new to the field of purchasing, Shannon has experience in the purchasing card program and has worked with various state contract providers. Prior to joining ISP, Shannon worked for the Purchasing Agent at the Boise School District. Shannon has one daughter and son-in-law (MacKenzie and Ryan Petersen, both 27), one son (Casey Pound, 22), two step-sons, one daughter-in-law, and four grandchildren. Shannon enjoys spending time with family and friends and is very excited about the many new adventures that the Division of Purchasing has to offer!



NEW CERTIFICATIONS

Congratulations to our most recent purchasing personnel on their certifications. Please join us in recognizing these people for their hard work and dedication to the profession.



**Mary Jepsen, CPPB
Purchasing Officer
Division of Purchasing**



**Jason Urquhart, CPPB
Purchasing Officer
Division of Purchasing**

Sincere apologies if I have missed someone. Please keep us informed of promotions, moves and changes so that we can share this information with others.

STATEWIDE CONTRACT UPDATES

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.

SBPO1225 - Contract for Ammunition with Salt Lake Wholesale Sports. Amendment 1 renewed the contract with price changes.

SBPO1256 - Contract for Paper and Plastics Products with Gem State Paper and Supply. Amendment 3 put into effect item changes and one pack size change.

If you have any questions about the above contracts, contact Jason Urquhart at 332-1608 or e mail: jason.urquhart@adm.idaho.gov

The bond paper contracts will expire August 31, 2007. Currently we are out to bid for a new contract. The bid opens on August 31, 2007. The contract (SBPO1235) with XPEDX (Area B) has been renewed on a month to month basis until the new contract has been awarded but no longer than November 30, 2007. Xerox (Area C) and West Coast (Area A) will not have a short time contract renewal. After August 31, 2007 Area A agencies and Area C agencies should purchase their paper needs off of the paper supply contract. If the need is for a pallet or greater it would probably be best if it is bid. Keep tuned for late breaking developments. I will try to keep information current via the list serve.

With the advent of many changes in the paper industry and the resellers there were many changes in the bid specifications. Prior to this bid the contract was for a premium number four paper which, now, seems to be a thing of the past or there are just a couple of mills producing the paper. To make a long story short, this year the bid is for a number one paper. Bidding a number one paper will provide us a greater number of possible bidders and all mills manufacture this grade paper.

If you have any questions about the paper contracts, contact Dick Vogel at 332-1605 or e mail:
dick.vogel@adm.idaho.gov

SBPO1140-02 - Contract for Fire Extinguishers with Comade, has been renewed and the new contract period will expire on August 18, 2008. **The new price schedule reflects a 4% increase as per the attached document available on line.**

If you have any questions about the Fire Extinguisher contract, contact Bonnie Sletten at 332-1606 or e mail:
bonnie.sletten@adm.idaho.gov

FACTS ABOUT AUGUST

August is the eighth month, renamed by the Romans from *Sextilis*, meaning sixth, to honor their emperor, Augustus.

The Sardonyx and Peridot are the gems for **August**. The Poppy and Gladiolus are the flowers for the month of **August**. ...

August is the height of the summer time in the temperate zone of the Northern Hemisphere. The longest days of the year are past, but the hot days remain. In the northern regions and mountains, cool nights and early frosts let one know that the summer is about to come to an end. In the Southern Hemisphere, August means the winter will soon be over.

The birds are already planning to fly south for the winter. The insects are much noisier and numerous than in any other month. This is perhaps the busiest month for businesses, since most people take their vacations in August.

IMPORTANT AUGUST EVENTS

Lincoln Penny issued August 2, 1909

Richard M. Nixon became the first U.S. President ever to resign from office, August 9, 1974

U.S Social Security Act approved, August 14, 1935

Panama Canal opened to traffic, August 15, 1914

Amendment 19, giving women in the United States the right to vote, proclaimed, August 26, 1920

QUOTE FOR AUGUST

"No one ever learned to Ride a Bicycle by reading a Textbook."

A working human brain is the most complex known object in the universe and weaves an average of a million connections every second between its 100 billion nerve cells. By one estimate, if you connected a Pentium 4 computer, each containing tens of millions of transistors, to every connection on the global internet, the average brain would still be 100 times more powerful. London Daily Telegraph, 2006

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov